



Classification: POST Program Coordinator  
Title Code: V00361  
Pay Range: \$1,191.50 - \$1,675.50

Immediate Supervisor: Assistant Division Director

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

### POSITION SUMMARY

This is a very responsible, professional position where the employee serves as a liaison between the Troop Lieutenants responsible for troop training and law enforcement agencies statewide who receive Continuing Education training accredited by the Training Division. This employee is the primary individual responsible for the preparation, maintenance, and compliance of POST audit requirement through coordination with the POST Compliance Staff. Work involves monitoring the quality of training records required by the Department of Public Safety, Peace Officers Standards and Training (POST), and the maintenance of individual training records, to include ensuring that the division remains in compliance with the rules and regulations mandated by POST Commission for Continuing Education credit. Responsibilities of this position include the collection of any fees assessed for training and preparing such fees for deposit in the HPA account. General direction is received from the Assistant Director of Training.

### DESCRIPTION OF DUTIES

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Maintains quality control of all lesson plans, objectives, course schedules, Continuing Education Instructor Records, and evaluation plans for all credited Continuing Education training.

Attends Continuing Education training being conducted at various locations throughout the state, to monitor for compliance with procedures established by the Director of Training.

Assists in developing and implementing procedures to audit and track all POST accredited Continuing Education training.

Develops and prepares procedures and correspondence for scheduled reporting of training received and compliance with POST mandated requirements; reviews all training documentation to ensure compliance with requirements established by the POST Commission.

Reviews and verifies all entries on the Continuing Education Certification Reports; issues and tracks certificates of Continuing Education, to include the establishment of a computerized record by individual for training received; maintains the Patrol Academy software database for recording all records of training conducted.

Assists the Director of Training in determining the number and core curricula of credit hours to be awarded for POST approved training conducted.

Maintains lesson plans for outside agencies issuing POST credit to offices with a certificate of completion, under the Patrol Academy's POST Approved Provider Status.

Classification: POST Program Coordinator

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Page 2

Serves as a liaison between the nine Troop Lieutenants responsible for troop training, as well as any outside law enforcement agencies receiving Continuing Education training provided by the Law Enforcement Academy, nine troop headquarters, or other locations statewide; coordinates scheduling with other law enforcement agencies participating in training conducted.

Operates standard office equipment in the performance of job duties, e.g., personal computer with databases, keyboard, calculator, etc.

Performs job-related travel to other training sites, troops, and law enforcement agencies to effectively monitor and/or coordinate the reporting of Continuing Education training conducted.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the Missouri State Highway Patrol's policies, procedures, rules and regulations.

Working knowledge of compliance standards for Continuing Education mandated by the Missouri POST Commission.

Working knowledge of POST Audit and compliance procedures.

Working knowledge of the Patrol's recertification program and Law Enforcement Academy's record keeping computer system.

Working knowledge of SAM II Financial.

Working knowledge of the general operating procedures and capabilities of electronic data processing equipment.

Knowledge of basic accounting and bookkeeping procedures reference recording of appropriations, encumbrances, and expenditures.

Knowledge of personal computer operating systems and applications software.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to prepare and maintain accurate financial and statistical records and reports.

Ability to plan and coordinate various activities necessary to complete job duties.

Ability to operate a personal computer, keyboard, and other office equipment, e.g., calculator, copy machine, telephone, typewriter, etc.

Ability to apply bookkeeping and accounting principles in the recording of appropriations, encumbrances, and expenditures.

Classification: POST Program Coordinator

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Page 3

Ability to develop query programs to retrieve information from agency databases.

Ability and willingness to travel statewide on a regular basis.

Ability to deal with confidential personnel information in an appropriate manner.

Ability to establish and maintain effective working relationships with others.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to organize and plan work effectively.

Ability to work effectively and professionally with other law enforcement agencies.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate effectively in oral and written form.

Ability to review reports for completeness, clarity, accuracy and legibility.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.

Ability to work hours as assigned.

#### MINIMUM EXPERIENCE, EDUCATION AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four-year degree in Business Administration, Criminal Justice Administration, or closely related field, with at least two (2) years experience in lesson planning and training records. (One year of work experience may be substituted on a year for year basis for the required education.)

#### NECESSARY SPECIAL REQUIREMENTS

The individual must satisfactorily complete a POST approved Instructor Development Course.